

Add a Sales and Use Tax Account on One Stop

(Updated 6/03/18)

Once your business is linked to your One Stop account and is displayed under the **My Businesses** tab, there are many update functions you can perform within the portal. One of those functions is adding an additional tax account. Adding the account within the portal cuts out the processing time for a paper application and allows nearly immediate access to the account.

Here are the steps to add an additional tax account.

- Select the business that needs the new tax account.

The screenshot shows the 'My Businesses' tab in the Kentucky Business One Stop Portal. A table lists two business entries:

Business Name	CBI Number
I Now Need A Sales Tax Account	0145238389
Lawn Services are Taxable	0145338298

A red arrow points to the first entry, 'I Now Need A Sales Tax Account', with the text 'Select the business that needs the new account number.' Below the table, there are navigation options: 'Manage Business/Tax Accounts | File an Annual Report | Tax Filing', 'Register a new business', 'Link My Business', and 'View Permissions | Invite User | Remove User'.

- Next, select **Apply for Additional Accounts**.

The screenshot shows the 'Kentucky Business One Stop Portal' with the user logged in as 'Sole Proprietorship' (CBI: 0145238389). The 'Obligations' tab is active, showing a 'Filings Due' notification. The 'Details' section includes fields for Taxing Election, FEIN (285), Accounting Method (ACCRUAL), Accounting Period (CALENDAR YEAR (JANUARY 1st to DECEMBER 31st)), and Accounting Period End Date (December 31). The 'Tax Accounts' section is expanded, showing a table with one entry: 'Employer's Withholding Tax' (Account Number: 235, Mailing Address: 501 High St, Frankfort, Franklin, Kentucky, United States, 40601, Phone Number: 502-564-3306, Status: ACTIVE, Online Filing: N/A). The '+ Apply for Additional Accounts' button is highlighted with a red box.

- If you received a letter from the Department of Revenue's Division of Registration and Data Integrity advising you needed additional accounts, please select "Yes." Then, type in your File Number that was listed in the letter and click **Next**.

The screenshot shows the 'Apply For Additional Tax Accounts' form. A red box highlights the 'Yes' radio button for the question 'Did you receive correspondence from the Division of Registration and Data Integrity requesting registration of this business?'. A red text box contains the instruction: 'If you are applying for the additional account due to a letter received from the Division of Registration and Data Integrity, select yes and provide the file # listed on the letter.' The 'Next' button is also visible.

- If you didn't receive a letter, select "No," and click **Next**.

The screenshot shows the 'Apply For Additional Tax Accounts' form. The 'No' radio button for the question 'Did you receive correspondence from the Division of Registration and Data Integrity requesting registration of this business?' is selected. The 'Next' button is highlighted with a red box.

- If the business has a Doing Business As (DBA), please type the DBA in the text box provided. Next, type in the 6 digit NAICS code.

- If you do not know the appropriate NAICS code for your business, select **National Industry (6 Digit)** from the drop down menu to build your NAICS code.

- After you select **National Industry (6 Digit)**, three additional drop down menus will appear. From those drop down menus, select the **Sector**, **Sub-Sector**, and finally **NAICS code** that most closely relates to the activity of your business.
- Once you have found your **NAICS code** from the drop down menus, click **Next**.

- On the next page you will see two grids. The first grid contains the tax accounts that are already assigned to your business. The second grid contains the tax accounts that you can apply for based on your business structure, taxing election, and the accounts that are already assigned.
- To add a Sales and Use tax account, click the green add button to the right of the tax account description.

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Event

Apply For Additional Tax Accounts

[← Go Back to Dashboard](#) [Cancel This Event](#)

Tax Type Description	Tax Account Num...	Mailing Address
Employer's Withholding Tax Account	235	501 High St., Frankfort, Kentucky 40601 Franklin United States

1 - 1 of 1 items

Tax Type Description	Action
Sales and Use Tax Account	+ Add
Utility Gross Receipts License Tax Account/Telecommunications Tax Account	+ Add
Consumer's Use Tax Account	+ Add
Coal Severance and Processing Tax Account and/or Coal Seller/Purchaser Certificate ID Number	+ Add

1 - 4 of 4 items

▲ For Assistance with applying for an additional tax account, please call the Kentucky Department of Revenue at 502-564-5053

For assistance with specific tax account related questions, please call the Kentucky Department of Revenue at 502-564-5053

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The next several pages will consist of questions that pertain to the Sales and Use tax account. Answer these questions by selecting “Yes” or “No” for each question and then clicking “Next” at the bottom of the page.

- Select “Yes” or No” for each question. Click **Next**.

Event

Apply For Additional Tax Accounts

← Go Back to Select Tax Accounts

Add Sales and Use Tax Account

Please answer the following Sales and Use Tax questions and click on Next to proceed:

Will you make retail and/or wholesale sales of tangible property or digital property in Kentucky (Examples: prepared food, internet sales, downloaded music and/or books, etc.)? Yes No

All businesses or organizations making regular and continuous sales of **Tangible Property** or **Digital Property** within Kentucky, including those via internet and at flea markets or antique malls, are required to register for a Sales and Use Tax Account. **Tangible Property** (KRS 139.010(3)) "means personal property which may be seen, weighed, measured, felt or touched, or which is in any way or manner perceptible to the senses, regardless of the method of delivery, and includes natural, artificial, and mixed gas, electricity, water, steam, and prewritten computer software." **Digital Property** (KRS 139.010(5)) "means any of the following which is transferred electronically: digital audio work, digital books, finished artwork, digital photographs, periodicals, newspapers, magazines, video greeting cards, audio greeting cards, video games, electronic games, or any digital code related to this property. **Digital Property** does not include audio-visual works or satellite radio programming.

Will you install replacement parts for the repair or recondition of tangible property (Examples: automotive repairs, computer or electronics repair, furniture repair, etc.)? Yes No

Will you produce, fabricate, process, print or imprint tangible property (Examples: sign making, window tinting, embroidery, screen printing, engraving, etc.)? Yes No

Will you charge for labor or services rendered in installing or applying tangible personal property, digital property, or service sold? Yes No

Will you rent or lease tangible property or digital property to others, including related companies? Yes No

- Select “Yes” or No” for each question. Click **Next**.

Event

Apply For Additional Tax Accounts

← Go Back to Select Tax Accounts

Add Sales and Use Tax Account

Please answer the following Sales and Use Tax questions and click on Next to proceed:

Will you provide any of the following services?

Landscaping services	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Janitorial services	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Small animal veterinary services	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Pet care services	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Industrial laundry services	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Non-coin operated laundry and dry cleaning services	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Linen supply services	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Indoor skin tanning services	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Non-medical diet and weight reducing services	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>
Limousine services, with a driver provided	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input style="float: right;" type="button" value="?"/>

- Select “Yes” or No” for each question. Click **Next**.

Event

Apply For Additional Tax Accounts

Go Back to Select Tax Accounts

Add Sales and Use Tax Account

Please answer the following Sales and Use Tax questions and click on Next to proceed:

Will you sell extended warranties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Will you charge admissions, including initiation fees, monthly fees or membership fees for the use of a facility or participating in an event or activity?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Are you a remote retailer selling tangible personal property or digital property delivered or transferred electronically to a purchaser in Kentucky?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Will you rent temporary lodging to others?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Do you sell new tires for motor vehicles?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Will you sell cellular phones with preloaded minutes, prepaid cellular phone cards, or recharge cellular phones and cards with minutes?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Are you a manufacturer's agent soliciting orders for a nonresident seller not registered in Kentucky?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Will you receive receipts from the breeding of a stallion to a mare in Kentucky?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?

Previous Next

- Select “Yes” or No” for each question. Click **Next**.

Event

Apply For Additional Tax Accounts

Go Back to Select Tax Accounts

Add Sales and Use Tax Account

Please answer the following Sales and Use Tax questions and click on Next to proceed:

Will you make sales of motor vehicles to residents of Arizona, California, Florida, Indiana, Massachusetts, Michigan, South Carolina or Washington?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Will you make sales of aviation jet fuel?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Are you a manufacturing fee processor or a contract miner operating in Kentucky?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Are you bidding on a contract with Kentucky state government?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Are you an affiliate of a company that has been awarded a Kentucky state government contract?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?
Will you rent campsites at campgrounds or recreational vehicle parks?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	?

Previous Next

- Next, provide the physical location address for the business. Click **Next**.

Event

Apply For Additional Tax Accounts

← Go Back to Select Tax Accounts

Add Sales and Use Tax Account - Primary Business Location ?

Provide the primary business location for this new account:

Country: United States

Zip/Postal Code: 40601

Do Not Use a P.O. Box Address

Street Address Line 1: 501 High St

Street Address Line 2 (optional):

City: Frankfort

State (Enter state/province name if non-USA countries): Kentucky

County: Franklin

Telephone Number: (502) 564-3306

Previous Next

- Now, provide the date sales will begin, estimate the gross monthly sales tax collected in Kentucky, and provide the mailing address that should be listed for the Sales and Use tax account. Click **Next**.

Event

Apply For Additional Tax Accounts

← Go Back to Select Tax Accounts

Add Sales and Use Tax Account

Please answer the following Sales and Use Tax questions and click on Next to proceed:

Date sales began or will begin: 5/7/2018 ?

Estimated gross monthly sales tax collected in Kentucky: \$0.00 - \$199.99 ?

Primary Business Location
501 High St, Frankfort, KY, Franklin, 40601

Sales and Use Tax returns should be mailed to:

Use a Previous Address

ATTN:

Country: United States

Zip/Postal Code: 40601

Address Line 1: 501 High St

Address Line 2 (optional):

City: Frankfort

State (Enter state/province name if non-USA countries): Kentucky

County: Franklin

Mailing Telephone Number: (502) 564-3306

Previous Next

- Answer the question, “Do you have additional locations in Kentucky?” by selecting “Yes” or “No.” If you do, select “Yes” and then provide the address. If not, select “No” and click **Next**.

Event

Apply For Additional Tax Accounts

[← Go Back to Select Tax Accounts](#)

Add Sales and Use Tax Account

Please answer the following Sales and Use Tax questions and click on Next to proceed:

Date sales began or will begin: 5/7/2018

Estimated gross monthly sales tax collected in Kentucky: \$0.00 - \$199.99

- Primary Business Location: 501 High St, Frankfort, KY, Franklin, 40601
- Sales Tax Mailing Address: 501 High St, Frankfort, KY, Franklin, 40601

Do you have additional locations in Kentucky? Yes No

[Previous](#) [Next](#)

- The next page will show you three grids. The first grid contains the tax accounts currently assigned to your business. The second grid contains the tax accounts you are currently applying for. The third grid contains the remaining tax accounts your business can apply for. If you have applied for all the additional accounts you need, click **Complete**.

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Event

Apply For Additional Tax Accounts

[← Go Back to Dashboard](#) [Cancel This Event](#)

Tax Accounts ← Current tax accounts are displayed in this

Tax Type Description	Tax Account Num...	Mailing Address
Employer's Withholding Tax Account	235	501 High St, Frankfort, Kentucky 40601 Franklin United States

1 - 1 of 1 items

Additional Accounts Applied For ← Accounts you are applying for.

Tax Type Description	Action	Action
Sales and Use Tax Account	Edit	Delete

1 - 1 of 1 items

Click the Complete button to continue

[Complete](#)

Apply For Additional Tax Accounts ← Accounts that you can apply for are displayed in this grid.

Tax Type Description	Action
Utility Gross Receipts License Tax Account/Telecommunications Tax Account	+ Add
Coal Severance and Processing Tax Account and/or Coal Seller/Purchaser Certificate ID Number	+ Add

1 - 2 of 2 items

For Assistance with applying for an additional tax account, please call the Kentucky Department of Revenue at 502-564-5053

- Lastly, you will receive a summary page. Please print this page for your records and click **Submit**.

Event
Apply For Additional Tax Accounts

[← Go Back to Select Tax Accounts](#)

Business Summary

CBI Number	0145238389
Business Name	I Now Need A Sales Tax Account
Business Structure	Sole Proprietorship
Taxing Election	
FEIN	285
Accounting Method	ACCRUAL
Accounting Period	CALENDAR YEAR (JANUARY 1st to DECEMBER 31st)
Accounting Period EndDate	December 31

NAICS Code [Edit](#)

NAICS Code : 561730 (Landscaping Services)

DBA Name :

Sales and Use Tax Account [Edit](#)

Will you make retail and/or wholesale sales of tangible property or digital property in Kentucky (Examples: prepared food, internet sales, downloaded music and/or books, etc.)? Yes

Will you install replacement parts for the repair or recondition of tangible property (Examples: automotive repairs, computer or electronics repair, furniture repair, etc.)? No

Will you produce, fabricate, process, print or imprint tangible property (Examples: sign making, window tinting, embroidery, screen printing, engraving, etc.)? No

Will you rent or lease tangible property or digital property to others, including related companies? No

Will you charge taxable admissions? No

Will you rent temporary lodging to others? No

Will you sell new tires for motor vehicles? No

Will you sell cellular phones with preloaded minutes, prepaid cellular phone cards, or recharge cellular phones and cards with minutes? No

Are you a manufacturer's agent soliciting orders for a nonresident seller not registered in Kentucky? No

Will you receive receipts from the breeding of a stallion to a mare in Kentucky? No

Will you make sales of motor vehicles to residents of Arizona, California, Florida, Indiana, Massachusetts, Michigan, South Carolina or Washington? No

Will you make sales of aviation jet fuel? No

Are you a manufacturing fee processor or a contract miner operating in Kentucky? No

Are you bidding on a contract with Kentucky state government? No

Are you an affiliate of a company that has been awarded a Kentucky state government contract? No

Date Sales Began or will begin : 05/07/2018

Estimated gross monthly sales tax collected in Kentucky : \$0.00 - \$199.99

[Sales and Use Tax Return Mailing Address](#)

501 High St, Frankfort, Kentucky, United States, 40601 , County : Franklin

Phone : (502) 564-3306

[Primary Business Location](#)

501 High St

Frankfort , Kentucky - 40601

United States , County : Franklin

Phone : 1 (502) 564-3306

[Additional Locations](#)

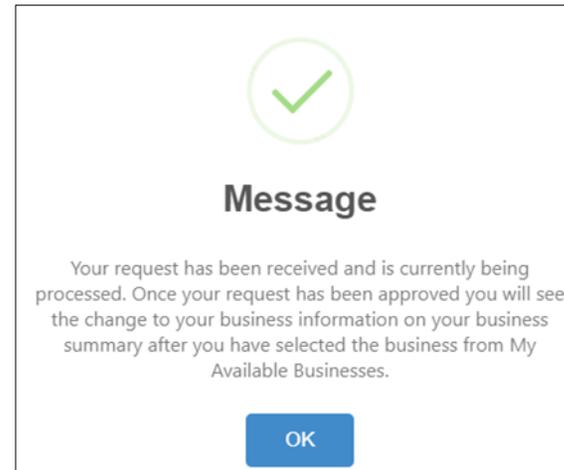
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For assistance with specific tax account related questions, please call the Kentucky Department of Revenue at 502-564-5053

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- You will then see a message that states your request has been received and is currently being processed. Click **OK** and you will be taken back to the Dashboard.



- Select your business from the Dashboard, and you should now see the Sales and Use tax account that has been added.

Kentucky Business One Stop Portal

I Now Need A Sales Tax Account
Sole Proprietorship

Department of Revenue

Obligations Filings Due

Permissions Assigned Roles

Change Business Name

Change Accounting Period

Taxing Election	FEIN	Accounting Method	Accounting Period	Accounting Period End Date
	285	ACCRUAL	CALENDAR YEAR (JANUARY 1st to DECEMBER 31st)	December 31

Tax Accounts

Responsible Parties

Cigarette/Tobacco Products Licenses

Apply for Additional Accounts

Change Address

Change Phone

File Taxes

Type	Account Number	Mailing Address	Phone Number	Status	Online Filing	View Details
Employer's Withholding Tax	235	501 High St, Frankfort, Franklin, Kentucky, United States, 40601	502-564-3306	ACTIVE	N/A	View Details
Sales and Use Tax	736	501 High St, Frankfort, Franklin, Kentucky, United States, 40601	502-564-3306	ACTIVE	✓	View Details

10 items per page

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If you are experiencing any issues with your account, please contact the help desk at (502) 782-8930 or email KYBOS.Support@KY.gov.

Please note: DOR employees cannot supply Usernames or reset passwords.